

# Retention and Classification Report

**Agency:** Uintah County School District (Utah) (1235)

635 West 200 South  
Vernal, UT 84078  
435-781-3100

**Records Officer** Phyllis Elgiar

26605	Official transcripts
19678	Payroll registers
26333	Personnel records
25279	Publications
19680	School board minutes
20528	Uintah High School class registers

**AGENCY:** Uintah County School District (Utah)

**SERIES:** 26605

3

**TITLE:** Official transcripts

**DATES:** 1920-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These cards are the official record of school attendance and high school graduation. They are used to document graduation from high school and to verify classes attended and credits earned. They are used for college admission and employment. They also include the transcripts for students who did not graduate, but attended high school classes in the district (ninth to twelfth grades). They contain: student's name, address, birthdate, parents' names, lists of high school classes and grades, date of graduation, test scores, class ranking, grade point average, and social security number. They are part of the Student Cumulative File until they are weeded after graduation .

**RETENTION:**

Retain Permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 3.

**AUTHORIZED:** 04/12/2008

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office for 10 years and then transfer to State Records Center. Retain in State Records Center for 50 years and then transfer to State Archives with authority to weed.

Microfiche duplicate: For records beginning in 1920 through 1960. Retain in Office permanently.

**AGENCY:** Uintah County School District (Utah)

**SERIES:** 26605

**TITLE:** Official transcripts

(continued)

Microfilm master: Retain in State Archives permanently with authority to weed.

Microfilm duplicate: Retain in Office permanently.

Digital image: Retain in Office until administrative need ends.

**APPRAISAL:**

Administrative Historical

**PRIMARY CLASSIFICATION:**

Private

**AGENCY:** Uintah County School District (Utah)

**SERIES:** 19678

3

**TITLE:** Payroll registers

**DATES:** 1976-

**ARRANGEMENT:** Numerical by school identification number and thereunder alphabetical by surname.

**DESCRIPTION:**

This register is a numerical listing by check number and agency codes of all payroll checks issued by the county. It includes code, date, warrant number, name of employee, social security number, types and amounts of individual deductions, and may include hourly rate, and number of hours worked. Though this register is frequently used to reference specific payroll checks, it might be the only record of employee salaries and would then serve the same retirement purpose as the Employee earnings history files.

**RETENTION:**

Retain 65 years

**DISPOSITION:**

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**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 07/15/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Microfiche master: Retain in State Records Center for 65 years and then destroy.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 65 years and then destroy.

**AGENCY:** Uintah County School District (Utah)

**SERIES:** 19678

**TITLE:** Payroll registers

(continued)

Microfilm duplicate: Retain in Office for 65 years and then destroy.

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Private

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-301 (1)(b) (2008)

**AGENCY:** Uintah County School District (Utah)

**SERIES:** 26333

3

**TITLE:** Personnel records

**DATES:** 1987-

**ARRANGEMENT:** Alphabetical by surname

**DESCRIPTION:**

These are the personnel files for all classified district employees. They are used to document employment. The files usually contain the employment applications, authorization for hire forms, employee history card, pay and leave history, work performance and evaluation records, reassignment of personnel forms, termination forms and related correspondence. May also include fingerprint records and verification of a criminal background check.

**RETENTION:**

Retain 65 years.

**DISPOSITION:**

Destroy.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 14, Item 2.

**AUTHORIZED:** 09/11/2006

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office until microfilmed and then destroy provided microfilm has passed inspection.

Microfilm master: Retain in State Records Center for 65 years and then destroy.

Microfilm duplicate: Retain in Office for 65 years and then destroy.

**AGENCY:** Uintah County School District (Utah)

**SERIES:** 26333

**TITLE:** Personnel records

(continued)

**APPRAISAL:**

**PRIMARY CLASSIFICATION:**

Private UCA 63G-2-302(1)(f)(2008)

**SECONDARY CLASSIFICATION(S):**

Public. UCA 63G-2-201(1)(b)

**AGENCY:** Uintah County School District (Utah)

**SERIES:** 25279

3

**TITLE:** Publications

**DATES:** 1967-

**ARRANGEMENT:** Chronological by year

**DESCRIPTION:**

These are pamphlets, leaflets, studies, proposals and similar material printed by or for the school district or any of its departments, programs or schools, and made available to the public, or the last manuscript report if not published.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 1, Item 24.

**AUTHORIZED:** 04/02/2009

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in State Archives permanently with authority to weed.

Microfiche master: Retain in State Archives permanently with authority to weed.

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical

These records serve to document the history of the agency and to inform the public of the agency's services and programs.



**AGENCY:** Uintah County School District (Utah)

**SERIES:** 25279

**TITLE:** Publications

(continued)

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Uintah County School District (Utah)

**SERIES:** 19680

3

**TITLE:** School board minutes

**DATES:** 1914-

**ARRANGEMENT:** Chronological

**DESCRIPTION:**

These are minutes of regular and special meetings of the Board of Education. They are used to document the actions and decisions of the Board. School board minutes record the adoption of annual budgets; the approval of expenditures; discussions of district policies. These minute books include the time and place of meeting, board members absent and present, summary of proceedings and decisions made by the board.

**RETENTION:**

Retain permanently

**DISPOSITION:**

Retain in agency custody.

**RETENTION AND DISPOSITION AUTHORIZATION:**

These records are in Archives' permanent custody.

**AUTHORIZED:** 06/01/2004

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: Retain in Office permanently after being microfilmed.

Microfilm master: Retain in State Archives permanently.

Microfilm duplicate: Retain in Office permanently.

Microfilm duplicate: Retain in State Archives permanently.

Microfiche master: Retain in State Archives permanently with authority to weed.

**AGENCY:** Uintah County School District (Utah)

**SERIES:** 19680

**TITLE:** School board minutes

(continued)

Microfiche duplicate: Retain in State Archives permanently with authority to weed.

**APPRAISAL:**

Administrative Historical

These records have evidentiary value and serve as a history of board and committee actions. They contain minutes of open committee and board meetings as required by UCA 52-4-7. (2005)

Records may also include agenda, recordings, recordings and minutes of closed portions of meetings, and other supporting documentation.

**PRIMARY CLASSIFICATION:**

Public

**AGENCY:** Uintah County School District (Utah)

**SERIES:** 20528

3

**TITLE:** Uintah High School class registers

**DATES:** 1891-

**ARRANGEMENT:** Chronological by school year, thereunder alphabetical by teacher, thereunder by semester

**DESCRIPTION:**

Attendance records for Uintah High School in Vernal.

**RETENTION:**

Retain 4 years.

**DISPOSITION:**

Transfer to the State Archives with authority to weed provided Attendance rolls through 1990 are retained permanently.

**RETENTION AND DISPOSITION AUTHORIZATION:**

Retention and disposition for this series is authorized by Archives general schedule SD 17, Item 32.

**AUTHORIZED:** 05/26/2015

**FORMAT MANAGEMENT:**

The retention and disposition information on this schedule applies to the record copy which can be in any format. The record copy can include different formats. Format management information provided here is for the purpose of managing records that are being either stored by or transferred to Utah State Archives.

Paper: For records prior to and including 1990. Retain in State Archives permanently with authority to weed.

Paper: Retain in Office for 4 years and then destroy.

**APPRAISAL:**

Administrative Historical

This series documents the operation of the Uintah Stake Academy, its transition to a public high school, and the subsequent operation of the Uintah High School.

**AGENCY:** Uintah County School District (Utah)

**SERIES:** 20528

**TITLE:** Uintah High School class registers

(continued)

**PRIMARY CLASSIFICATION:**

Private	This series contains information about individuals under the age of 21 years that is considered private for 100 years. (UCA 63G-2-305)
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**SECONDARY CLASSIFICATION(S):**

Public.	Records in this series are considered public 100 years after their creation. (UCA 63G-2-305)
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